



Position Description: KIPP NYC Chief Operating Officer

About KIPP NYC:

KIPP NYC Public Schools is a non-profit network of free, public charter schools that prepares students for success in college and life. In 1995 we started our first middle school, KIPP Academy, in The Bronx. We promised our first students and families we'd do whatever it takes for our students to be successful. More than 25 years later, we make the same sacred promise to our families and communities. Today, our New York City network comprises eight elementary schools, nine middle schools, one high school, and KIPP Forward, a comprehensive support program for our alumni. KIPP NYC Public Schools currently serves more than 7,000 students and 2,100 alumni and has a staff of more than 1,000. In August 2021, we opened a new elementary and two new middle schools. By 2026 we will grow to educate almost 10,000 students across 19 schools and occupy almost 630,000 square feet of private real estate in New York City.

We have come a long way since 1995 in learning and understanding how to work with families and communities to set goals and achieve our mission. Together with families and communities of support and mutual accountability, we are making a more explicit commitment to ensure that our practices do not reinforce systems of oppression. Since our founding KIPP has been a learning organization, driven by data that we collect from all of our community members to help all of us grow. We will continue to move our organization along an anti-racist continuum: from awareness to alignment to action. You can read more about our commitment to anti-racism [here](#).

Over the past 18 months, navigating the pandemic and other national crises, KIPP NYC has been stretched and tested. Our three regional priorities, ***All of Us Will Learn, Together with Families*** and ***Build a Better Tomorrow***, developed with teachers and principals during annual planning, have guided us through. It has been an eye-opening and challenging chapter, and we are extremely proud of having risen to meet the needs of our community. Our families and staff have stayed with us and demand for our schools remains high.

Position Overview

Now, as we enter a period of rapid growth and navigate the pandemic from within our school buildings, we need to reach even farther to support our school staff and our regional teams in new and ever complex ways. We need to be efficient and data driven while honoring and appreciating the rich diversity and journeys of our families, as well as those of our staff and leaders - and the distinct and varying needs and circumstances of each school community. **Accordingly, our Chief Operating Officer (COO) must be able to integrate work streams across the human resources, operations, technology and finance teams to provide high-touch, tailored support to schools across the region.**

The Chief Operating Officer (COO) will report directly to KIPP NYC President Alicia Johnson and play an integrative role on the KIPP NYC Regional Leadership Team. As a critical thought partner, advisor and human clearinghouse, the COO will enjoy a level of access to the President that extends her capacity and allows the entire leadership team to "level up" to the highest and best application of their talents. A member of the Shared Services (SST) and Senior Leadership teams, the COO will foster cohesion, accountability and shared understanding of the impact of decisions across the organization, and communicate across functions and schools in a way that builds bridges and illuminates everyone's work and needs. Specific responsibilities include:

- Playing a key role in developing and refining KIPP NYC's overall **vision and strategy**, managing change processes in support of organizational and operational objectives, and fostering an organizational culture of belonging
- In collaboration with KIPP NYC leadership, overseeing organizational **budgeting process** and annual strategic planning and ensuring that strategic priorities are aligned with budget priorities and translated into rigorous, executable plans
- Promoting and ensuring KIPP NYC's continued financial sustainability by **building a sustainable, scalable, cost-efficient operational infrastructure** that supports continued growth and overseeing sound, timely and accurate financial management, planning and reporting processes
- **Communicating** proactively with the Regional Leader Team about major work and responsibilities and key decisions that affect the organization
- Establishing and maintaining **strong relationships** with the Shared Services Team Leaders, School Leadership Team, and other senior leaders within KIPP NYC to identify and support their needs and streamline **collaboration and coordination**
- Partner with programmatic and instructional teams (e.g., Teaching and Learning, Student Support Services, etc.) to ensure alignment and **seamless integration of our operational and instructional functions**
- Supporting the design and execution of KIPP NYC school expansion strategy, **working with leadership to launch new schools**
- Collaborating with legal counsel to manage and mitigate legal risk and ensure compliance with city, state and federal laws and regulatory mandates

Reporting

The Chief Operating Officer reports to the President. They will oversee the operations, human resources, finance and technology functions and direct reports that include: the Chief People Officer, Senior Managing Director of Technology & Facilities, Senior Managing Director of Operations, the Chief Financial Officer, and their associated teams (~60 people).

Requisite Experience, Skills, and Personal Characteristics

First and foremost, the Chief Operating Officer must share KIPP NYC's sense of urgency about the need to prepare students to thrive in the 21st century through great teaching, high standards and innovative programs. A savvy and nuanced leader, the COO will articulate and drive execution of strategy and foster a culture of collaboration and cohesiveness, while retaining each school's distinctiveness and creating space for creativity and continuous learning. They will be effective leading in a large, matrixed organization, across functional areas, levels, disciplines, projects and teams.

Additionally, candidates for the position must have the following **professional experience**:

- A minimum of 10 years of professional experience, including at least five years of executive or senior management experience
- Experience building and scaling operations in high-growth, entrepreneurial environments
- An outstanding track record of successfully leading, motivating and developing high-performing, cross-functional teams to develop and implement systems and processes to increase the effectiveness and efficiency of a growing organization

Candidates must also have the following **skills**:

- Financial fluency; demonstrated ability to specify the financial analyses required to support strategic decision-making and use financial indicators to manage organizational performance
- Data fluency; demonstrated ability to lead teams in designing and implementing strong data-driven cultures and the systems, processes and tools required to support them
- Tech savvy; familiarity with assessing and resourcing org-wide technology strategy
- Exceptional written, oral, interpersonal, and presentation skills, and the ability to effectively interface with constituencies at all levels and contribute to a collegial working environment
- Capacity for building consensus, facilitating collaboration and problem-solving, and managing conflict among varied stakeholders
- Ability and desire to work within a multicultural and multiracial environment and to be a part of leading change within an organization that is striving to be anti-racist
- Ability to problem-solve both strategically and tactically

Finally, candidates should demonstrate the following **personal characteristics**:

- Relentless focus on and ownership of results
- The ability to attract, develop and inspire highly proficient teams
- Sound judgment and discretion with respect to critical information and decisions
- Strong interpersonal skills that contribute to a collegial working environment and a healthy measure of the character traits we value: zest, grit, hope, love, social intelligence, gratitude and a sense of humor

A Bachelor's degree is required. An MBA or other advanced certification or relevant Master's degree, as well as experience in an educational or not for profit organization, is highly preferred.

Location

New York City, NY

Compensation

KIPP NYC provides competitive compensation and an attractive benefits package.

Apply

Review of applications will begin immediately and continue until the position is filled. For best consideration please send a cover letter and resume to leslie@promise54.org by October 15, 2021.

KIPP NYC LLC is an Equal Opportunity Employer. KIPP NYC LLC is committed to the principles of equal employment opportunity for all employees and applicants for employment.